



## **INSTRUCTIONS FOR REFERRING CASES TO THE BUREAU OF INVESTIGATION**

The following steps must be taken before a case can be referred to the Bureau of Investigation :

### **1. Factual Basis for Suspicion**

The worker writes a summary describing how the worker thinks the client is committing fraud. Workers should include a description of the facts supporting their suspicion.

### **2. Making a Referral**

When making the referral, the worker should include the following:

- A completed referral sheet.
- An AEIID, AEICI, and IQCP printouts.
- Copies of other information the worker deems relevant such as landlord name and telephone number, absent parent information, and / or name and address of unreported employer.

### **3. Please send all referrals to your local county Fraud Referral Coordinator (FRC). After approval, the FRC will forward the referral to the Bureau of Investigation.**